

**TO NEW LIBRARY MEMBERS**  
**WELCOME TO THE DORCHESTER COUNTY PUBLIC LIBRARY**  
**www.dorchesterlibrary.org**

**Cambridge Library**  
303 Gay Street  
Cambridge, MD 21613  
410.228.7331

**Hours:**  
Mon., Wed., Fri. 10-6  
Tues/Thurs. 10-8  
Sat: 9-5 (Hurlock 9-12)

**Hurlock Branch**  
222 South Main Street  
P O Box 114  
Hurlock, MD 21643  
410.943.4331

### **BEHAVIOR IN THE LIBRARY**

It is the library staff's responsibility to see that the library is a pleasant, orderly, and safe place for all members to enjoy. To accomplish this, the following rules have been set for conduct in the library:

1. No behavior that is disruptive to library use.
2. Sleeping is discouraged at the library.
3. No smoking in the library or within 25 feet of any entry doors, including e-cigarettes or other vapor products.
4. No food or drinks are permitted in the library, except in the Meeting Room and Staff areas.
5. No animals are permitted inside the library except assistive animals.
6. Illegal activities, threatening behavior, or refusal to leave the library property upon staff request will result in a call to the police.

***Failure to comply with library rules and regulations will result in the loss of library privileges. If the police are called, the patron(s) involved will be suspended from entering the library premises for a period of no less than one month.***

### **PHONE USE POLICY**

Please set your cell phone to vibrate while in the library. Cell phone use is restricted to the lobby areas of both the Cambridge and Hurlock libraries. Children under 17 may use the library's phone for a ride home.

### **LIBRARY CARDS**

**Library cards or photo ID must be presented to borrow items or use computers.**

Your library account can be renewed for free every 3 years. Your original library card can still be used upon renewal.

To replace a lost card, you will need to show a photo ID and pay a fee of \$1.00.

**An adult library member is responsible for all materials borrowed on his/her library card.**

If an item is lost or damaged, the price of replacing that item must be paid to continue using the card. Library privileges are suspended when a person's card has \$5.01 or more in fees.

**Parents/guardians assume financial responsibility for all items borrowed by their children.**

Parents/guardians must give signed permission for children under 17 years of age to obtain a library card. Guidance in the choice and use of library materials is solely the responsibility of the parent/guardian. Children will have access to filtered Internet service unless specifically restricted in writing by a parent/guardian. *See separate rules regarding computer use.*

## LOAN PERIODS

The library does not charge overdue fines for Dorchester County items that are returned late (and in good condition). If an item is *not* returned, the replacement cost for that item is charged. The fees collected by the library are used to buy new materials.

Books, magazines, audio books, DVD's and music CD's may be checked out and returned to any public library in Maryland. AV equipment must be returned to the library branch from which it was borrowed.

Equipment, Inter-library loan and Express items cannot be renewed. All other library materials will automatically renew up to three times, provided those materials have not been reserved by other patrons and any fees in excess of \$5.00 have been paid.

ITEM	LOAN PERIOD	RESTRICTIONS	EXTENDED LOAN FEE PER DAY PER ITEM	MAXIMUM EXTENDED LOAN FEE PER ITEM
Book/ Paperbacks	3 weeks			
Music CD	3 weeks			
Express Book	7 days	Limit 5		
Express DVD	3 days	Limit 1*		
G- or PG - rated DVD	7 days	Limit 5*		
PG13-rated DVD	7 days	Must be 14 (limit5)*		
R-rated DVD	7 days	Must be 17 (limit 5)*		
AV Equipment	3 days	Must be 17	\$5.00	\$25.00
Inter - Library Loan	3 weeks	No renewals	\$1.00	\$15.00
Meeting Room Key	3 days	Must be 17	N/A	\$50.00

\* The sum total of all DVDs, including Express DVDs, is limited to 5.

**Library policies are subject to change without notice.**

Policies are posted on the library's website at [www.dorchesterlibrary.org](http://www.dorchesterlibrary.org).

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## **PUBLIC-ACCESS COMPUTER POLICY\***

*Library staff are happy to help you with any questions.*

Windows-based computers with printing capabilities are available at both the Cambridge and Hurlock Branch Libraries. Catalog computers are available in the library for catalog use only.

In compliance with the State of Maryland's law on "Public Libraries--Internet Access by Minors-- Obscene Materials," the Dorchester County Public Library has incorporated "procedures to prevent minors from obtaining access through the library, by means of the Internet...or any other interactive computer service to materials that are obscene or constitute child pornography."

Parents are responsible for digital content viewed by their children, as the library has no control over the information available on the Internet.

An electric typewriter is available at the Cambridge and Hurlock Libraries for in-house use by students and adult library members.

*Due to the rapid change in technology computer policies are subject to change without notice.*

### **WHO CAN USE**

Patrons must have an active Maryland public library card account or visitor's pass to use the public computers.

Library staff may at any time request computer users to present their library card and/or other ID to verify that the user is utilizing only his or her own account. **The use of anyone else's account to access the computers is prohibited.**

The reasons for this policy are: 1) state law requires libraries to protect children under 17 from unfiltered access to the Internet and any messaging program; 2) the library supports the parent or legal guardian's right to restrict his or her child's access to the Internet; 3) this policy protects funds deposited on account for printing purposes; and 4) this policy assures that computer users are in compliance with other library policies that state that computers may not be used by those owing fines over \$5.00.

Staff may limit the number of patrons using a computer depending upon space availability and noise level.

The library card application form allows a parent to restrict all Internet access for a child, as it is the parent/guardian's responsibility to monitor their child's Internet use.

Patrons over 17 years of age may ask the library staff to remove the filter from library computers. Any child under six may use a children's Internet computer only if a responsible adult is seated with the child.

### **Cambridge Branch only:**

Patrons 12 years of age and younger are to use the Children's Department computers. Patrons 13 and over are to use the adult computers in the young adult/adult section. For unfiltered computer access, or an extended session, the patron must come to the Information Desk to make a reservation.

### **How**

A Maryland public library card or guest pass is needed to use the computers. Guests aged 17 years or older, may obtain a pass by presenting a photo ID with date of birth. A guest pass is good for one day only (up to 4 hours of computer time). If all computers are in use, patrons should visit the Information Desk to make a reservation for the next available computer. Patrons may sign on for a maximum of four hours each day.

Computer sessions are automatically timed in hour-long sessions. When other computers remain available for patrons, the session will extend. The computer provides a warning near the end of the session, which is the recommended time to print or save any work.

**Work not saved to a USB flash drive or digitally emailed is erased when the session ends. The library recommends printing prior to the last 5 minutes of the session to successfully receive prints.**

A patron may lock the computer if he needs to leave it briefly for any reason. Locking the computer will protect the privacy of the user's session, but will not extend the time for the session.

### **WIRELESS INTERNET CONNECTION**

The Dorchester County Public Library provides wireless Internet access. A user must provide his own wireless-enabled device. The user should go to the Wireless Manager on their device and select the unsecured connection labeled "library". The wireless Internet connection is filtered using Barracuda filtering software. Adults 17 or older who wish to obtain unfiltered access must use a library computer during business hours.

### **PRINTERS**

All computers in the library print to a central printer located behind the circulation desk. A patron wishing to print must bring his library card or visitor's pass to the circulation desk and pay either before or after printing. The cost is 15 cents for black and white and 25 cents for color prints. Library card holders may place a maximum of \$20 on deposit for printing. Money deposited on the account may remain for future use or refunded upon request.

\*Cambridge branch only: Wireless printing is available from a patron's device. Please see staff for assistance.

### **FILTERING SOFTWARE**

The computers used by children under 17 years of age are filtered with Barracuda software. A non-Internet computer with access to educational games is available for younger children (no library card necessary). Computer patrons 17 years old or more may request unfiltered access by coming to the Information Desk to reserve a computer. The filter provides some protection against viruses, spam, and sites with inappropriate content.

## **RESTRICTIONS**

Computer users are not to attempt to make any changes or modifications to system files that affect the configuration of the computer or alter the operation of that computer or network. **Any computer user who does not observe this rule will be barred from using all Dorchester County Public Library computers.**

Library users who damage computer equipment or software will be held financially responsible for any costs incurred by the library for repairs or replacement.

Improper use of computer hardware, disturbance of other patrons, or display of obscene or offensive material will result in the suspension of the user's computer privileges.

## **WARNINGS**

Library users must let library staff know immediately if inappropriate or obscene material appears on the computer screen. If a staff member observes such material without notification by the patron, the patron will be held at fault, and may be suspended for up to three months immediately.

If equipment is abused or computer policies are violated, the patron will be:

1. Given verbal warning after the first occurrence. Depending on the offense, the staff member may also suspend the patron from using a library computer for periods ranging up to one month.
2. Suspended from using library computers for three months after the second occurrence.
3. If a computer user has twice been barred for three months from using a computer, his/her next offense will result in losing computer privileges for one year.

## **RESPONSIBILITIES**

- ✓ Users are responsible for reading and abiding by the library's rules regarding computer use.
- ✓ Users are responsible for the proper use and handling of all computer equipment and software.
- ✓ Users agree that they will not utilize library computers or internet access for any illegal purpose, including violation of copyright and licensing laws.

## **QUESTIONS**

Questions or concerns regarding this policy and its implementation should be brought respectively to a manager for review. If the library patron is not satisfied with that review, he/she should speak with the Library Director.

*\*This policy applies to all public access computers, catalog computers, and wireless access.  
February 2020*